



UConnectCare (formerly GCASA) is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2023.

JOB VACANCY

DATA ASSISTANT

RESPONSIBILITIES

The successful candidate will be responsible for assisting with all data collection and analysis and outcomes reporting associated with the Recovery Services, SAMHSA or SOR grants. This staff member will also be responsible for assisting with tallying and analyzing data to inform our improvement process and support communication with staff and the public and assisting with reporting. He/she will lead GPRA survey results administration, tracking, and results entry into SPARS and WITS in accordance with SAMHSA and OASAS guidelines. This person will also provide implementation, administrative, and clerical support to the projects including but not limited to assisting the Director and Coordinator with ordering, budget tracking, and budget revisions; assisting with reporting; taking notes at meetings and visits; assisting with development and implementation of policies and procedures; assistance in program communications internally and externally and with program promotion; program tracking; etc.

QUALIFICATIONS

Applicants must meet the following criteria: strong organizational, analytical, and communication skills with experience supporting people with substance use disorder (SUD); high school diploma or equivalent; and some college or relevant data training. Bachelor's degree strongly preferred. Data collection and reporting experience strongly preferred.

Preference may be given to candidates who also meet one of the following criteria:

- Lived experience with SUD and/or Reentry
- Bachelor's degree with experience in data collection and/or reporting
- Bachelor's degree with 2-3 years of evaluation experience that includes experience evaluating at least one federal grant or a substance abuse program preferred
- Master's degree with 1 year of evaluation experience that includes experience evaluating at least one federal grant or a substance abuse program
- PhD with evaluation experience that includes experience evaluating at least one federal grant or a substance abuse program

The selected individual must demonstrate strong skills in data collection, analysis/evaluation, and reporting as well as strong skills in the following areas: verbal and written communication, collaboration, ability to work independently, organization and project management, leadership, knowledge of community resources, and a willingness and ability to effectively work with people with SUD.

REPORTING RELATIONSHIP

Under the direct supervision of The Recovery Station Coordinator and Director of Recovery Services. The position will collaborate frequently with The Recovery Station Coordinator. This position does not supervise any other positions.

Status: Part-time (based on 20-hour week), **Grant funded**

Pay Range: \$18-\$21 per hour

Location: The Recovery Station, 5256 Clinton Street Road, Batavia, NY

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 10/18/2023

DEADLINE: ASAP

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.